

**United States Bankruptcy Court
Western District of Texas**

Posting 2011-01CMAU

Position: Case Manager

Location: Homer Thornberry Judicial Building
903 San Jacinto, Suite 322
Austin, TX 78701

Starting Salary Range: \$37, 941 - \$47,448

(Salary commensurate with qualifications, experience and Court HR Policies)

The Western District of Texas has offices in San Antonio, Austin, El Paso, Waco and Midland, Texas. This position will join a professional team of 8 operations staff who serve two federal bankruptcy judges and will report directly to the Deputy in Charge.

If you demonstrate drive, customer focus, initiative, teamwork and excellent communication skills, you will be a successful member of our operations team. The ideal candidate will be experienced in handling a wide range of support related tasks and will be able to work independently with minimal supervision. This person must be exceedingly well organized and flexible.

Description of Duties:

The Case Manager will be responsible for managing of the progression of bankruptcy cases and adversary proceedings from opening to final disposition in an electronic filing environment (CM/ECF) by maintaining the official electronic case records, monitoring the completion of the required procedural steps, and performing necessary noticing, administrative and clerical tasks. Duties include managing and quality controlling the assigned caseload to ensure timely progression in the CM/ECF system; scanning documents through an imaging system and monitoring the process; docketing hard copies of documents, issuing appropriate notices; regular monitoring of email for issues/questions related to documents, files, and hearings; interaction with trustees and counsel; processing case conversions; reviewing cases for closing; and providing non-legal information to the public. The case manager also performs intake duties such as opening cases, writing receipts and receptionist work like answering phones. Responsibilities also included courtroom duties such as recording court proceedings or may provide back up to the courtroom deputy. Work is performed in an office setting. Some lifting may be required.

Mandatory Minimum Qualifications:

The candidate should be a results-oriented person with strong technical skills, leadership and problem solving skills, ability to manage many tasks at a time with excellent written and verbal communication skills.

Applicant must be a high school graduate and possess a minimum of two years of specialized experience. Specialized experience is progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology and demonstrated ability to apply a body of rules, regulations, directives or laws. Such experience is commonly encountered in law firms, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or personnel/payroll operations.

Must have experience with Microsoft Office products and other desktop software such as Adobe Acrobat. Must be knowledgeable in the use of Internet and email use. Must possess the ability to learn new computer programs, strong decision making ability and attention to detail are essential. Time management and multi-tasking skills are a necessity. The incumbent should have the ability to work independently and have the ability to understand the procedures applicable to the court unit and chambers. Candidates must have strong organizational commitment including the ability to be flexible and adaptable.

Desirable Qualifications: Knowledge of court operations and processes. Bachelor's degree from an accredited college or university is preferred.

How to Apply:

For consideration, send a detailed resume with cover letter and salary history to:

Attn: Patty Cortez-De La Garza
United States Bankruptcy Court
615 E. Houston, Suite 546
San Antonio, TX 78205

Resumes received by November 24 will receive priority review. Due to the volume of applications received, only those interviewed will receive notification when the vacancy is filled. The court is not authorized to reimburse candidates for travel.

NO PHONE CALLS PLEASE.

Additional Information:

Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to the same benefits as other Federal Government employees. Detailed information on benefits and compensation may be found at <http://www.uscourts.gov/Careers.aspx>

Employees of the U. S. Bankruptcy Court serve under “Excepted Appointments” and are considered “at will” employees. For more information about the bankruptcy court, see our website at www.txwb.uscourts.gov

Employment will be considered provisional pending successful completion of a background check. All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

Judiciary employees are required to adhere to the Judicial Code of Conduct. Applicants must be citizens of the United States or be eligible to work in the United States. This position is subject to mandatory electronic direct deposit of salary payment.